

***NATIONAL WEATHER SERVICE INSTRUCTION 1-205***

***October 14, 2003***

***Administration and Management  
Delegation of Authority, NWSPD 1-2***

***DELEGATION OF AUTHORITY FOR PROPERTY***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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## Delegation of Authority for Property

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1. Introduction. The purpose of this instruction is to outline the delegation of authority for National Weather Service (NWS) Property.
2. Levels of Authority. NOAA lists and defines authorized positions as:
  - a. Property Accountability Officer (PAO)-an individual responsible for the effective administration and maintenance of the property control and accountability system within the accountability area for which he/she has been assigned.
  - b. Property Custodian-an individual who has the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area.
  - c. Property Contact-assists with acquiring, inventorying, and disposing of property assigned to the custodial area. This individual actually performs the “hands on work”, e.g., submitting paperwork or conducting the inventory.
3. Procedures for Delegation of Authority. Any employee delegated with these responsibilities must sign the Property Accountability Officer/Property Custodian Certification that corresponds to the responsibility and submit it to their servicing property office. These certifications can be found on the Web site listed below.

Each Headquarters and regional office appoints one Property Accountability Officer. This position is held by an individual in upper management due to the high level of responsibility.

Each Headquarters and regional office appoints one Property Custodian per branch within the office or as deemed necessary. This position may be delegated by the Property Accountability Officer. This position may not be re-delegated by the Property Custodian. This delegation may or may not correspond to the individual’s official job title because a Property Custodian is considered a responsibility and not an official job title.

Each Headquarters and regional office appoints a Property Contact (more than one may be appointed as needed) per Property Custodian. Property Contacts should be physically located near the property they are responsible for. This delegation may or may not correspond to the individual's official job title because it is considered a responsibility and not an official title.

By NOAA regulation, Optional Form 7 (OF7), Property Pass, will be used to remove any equipment from a National Weather Service building facility. This form can be found in the NOAA Property Handbook or at the following Website: <http://contacts.gsa.gov/webforms.nsf/> Click on Optional, then OF7. The form is PDF and fillable.

Further definitions and actual responsibilities may be found at:  
[http://www.pps.noaa.gov/New menu/PoliciesMenu.html](http://www.pps.noaa.gov/New_menu/PoliciesMenu.html).